

Our Company Is HARASSMENT-FREE



What Is Harassment?

Harassment is legally defined as inappropriate conduct based on:

- Sex
- Color
- National origin
- Age
- Other protected status
- Race
- Religion
- Citizenship
- Disability

Harassment can occur through any means of communication and at any level or ranking (such as manager, coworker, subordinate or vendor). Harassment can be verbal (e.g., offensive jokes or comments), physical (e.g., unwanted touching or hugging), written (e.g., inappropriate e-mails or text messages) or visual (e.g., offensive pictures displayed in an office). Our Company prohibits harassment of any form, even if the person to whom it is directed appears to welcome the behavior or reciprocate it. Although your behavior may be acceptable to some, others who witness or become aware of the behavior may find it offensive.

Manager Responsibility

Every manager and supervisor is responsible for fostering and upholding a harassment-free workplace. Managers must set an example for appropriate workplace behavior, as well as deal with situations of harassment as soon as they become aware of them, regardless of whether there has been a formal complaint.

Employee Rights and Responsibilities

Every employee has a right to be treated fairly and courteously in the workplace. Every employee also has the responsibility to treat coworkers in a manner that respects their individual differences. If you have doubts about whether a joke, comment or other behaviors will embarrass, humiliate, degrade or offend someone, don't say it or do it.

The Consequences of Harassment

Our Company takes complaints of harassment extremely seriously, and will conduct a prompt and thorough investigation of any complaint. Information obtained during the investigation process will be kept confidential to the extent possible under the circumstances.

If an investigation reveals that an employee engaged in, condoned, or otherwise participated in any form of harassment in violation of this policy, he or she is subject to disciplinary action, up to immediate termination. In addition, legal liability may be imposed against individual offenders who engage in harassment or retaliation that violates federal, state or local laws.

Retaliation

Retaliation against any employee on the basis of a report of harassment or participation in a harassment investigation is strictly prohibited. Any employee who retaliates against a person for these reasons is subject to disciplinary action, up to immediate termination. If you feel you are being retaliated against, please report it immediately to one of the persons listed.

Reporting Procedures

If you feel you're being harassed, or if you've witnessed what you believe is harassment, you must bring your complaint to our attention. Don't assume that the Company is aware of it. Report your complaint to one or more of the following individuals:

Either verbally or in writing, to a supervisor, department head, assistant city manager, human resource manager or the city attorney immediately.

When the investigation is complete, the Company will advise the person who reported the complaint and the alleged harasser of the outcome of the investigation. If you are not satisfied with the way your complaint is handled, you may report your concern to the President of the Company or other company officer.